

Capital Improvements Program

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MCACA is partnering with the Michigan Association of Community Arts Agencies (MACAA) to present this year's spring workshops. MACAA will present morning sessions at each location below beginning at 9:00 a.m.. There is a small fee to attend the morning sessions. MACAA will feature *Mission-based Planning, *Community Cultural Planning* and Team building Leadership. For more information call 1-800-203-9633 or go to www.macaa.com

The MCACA afternoon Forum is free of charge and will feature a discussion of FY 2005 and FY 2005 Programs and Processes.

MCACA Spring Forums

For more information, contact Council staff at (517)241-4011

<u>City</u>	<u>Date</u>	<u>Time</u>	<u>Address</u>	<u>Phone/Contact</u>
Saginaw	3/17/04	2: 00 P.M.	Saginaw Enrichment Center 120 Ezra Rust Dr.	(989) 759-1496 contact Nancy Koepke
Lansing	3/19/04	2:00 P.M.	Radisson Hotel 111 North Grand Ave	(517) 482-0188 contact Andrea Johnson
Kalamazoo	3/22/04	2:00 P.M.	Epic Center (API Theatre) 359 S. Kalamazoo	(269) 342-5059 contact Anne Mehrling
Grand Rapids	3/23/04	2:00P.M.	Grandville Avenue Academy for the Arts 644 Grandville Ave S.W.	(616) 742-0692 contact Marjorie Kuipers
Detroit	3/25/04	2:00 PM	Focus Hope (Conference Center) 1400 Oakman Blvd	(313) 494-4390 contact Donna Roland
Gaylord	3/30/04	2:00 PM	Best Western Alpine Lodge 833 West Main	(989) 732-2431 contact Julie Kettlewell
Marquette	3/31/04	2:00 PM	Peter White Library/Art Center 300 Baraga Ave.	(906) 228-0472 contact Reatha Tweedie

Capital Improvements Program at a Glance

✓ The Capital Improvement Program is a matching grant program for counties, cities, townships and villages that provides funding assistance for capital improvement projects for the **expansion, renovation, construction or acquisition of cultural facilities**. The program is not appropriate for the funding of project planning, such as feasibility studies or architectural drawings, mortgage payments, or for operational support.

✓ The Community Cultural Planning category is designed for counties, cities, townships and villages to establish the process leading to the creation of a comprehensive community cultural plan.

✓ An applicant will not receive both a planning grant and capital improvement grant in the same year

To be Eligible...

✓ Applicants must be a Michigan county or municipality
(Non-profit organizations may benefit as a sub-grantee of their county, city, township or village)

✓ Applicants with unmet obligations on prior grants
i.e. late/incomplete reports, may not apply
(Contact MCACA staff if you are concerned about a prior grant)

Funding Basics...

✓ Capital Projects Applicants can request a maximum of \$100,000
Community Cultural Planning Applicants can request a maximum of \$10,000

✓ Priority is given to projects with strong evidence of prior planning and eminent completion

✓ A 1:1, dollar for dollar match is required: 50% of that match must be cash

✓ Funded projects must be completed within the MCACA Fiscal Year, 10/1/2004 - 9/30/2005

✓ Applicants may apply to more than one Council program. However, the Council reserves the right to limit the number of grant awards to any one applicant

✓ Municipalities applying for multiple projects must submit a separate application and fee for each project.

✓ Only one application may be submitted for the same project or activity in a fiscal year

Deadline...

✓ Applications must be postmarked no later than June 1, 2004
Hand delivered applications must be in MCACA offices by May 31, 2004 at 4:00 p.m.
Late applications will **NOT** be accepted or reviewed.

✓ Metered mail IS NOT acceptable

✓ An application fee of 3% of the requested amount or \$300, whichever is less is required.

Mail your completed application to:

**MCACA
Capital Improvements Program
P.O. Box 30706
Lansing, MI 48909-8206**



PROGRAM GUIDELINES

FY 2005

Capital Improvements Program

Introduction

The State of Michigan Council for Arts and Cultural Affairs (MCACA), a bureau of the Michigan Department of History, Arts and Libraries, serves to encourage, develop and facilitate an enriched environment of artistic, creative cultural activity in Michigan. Through a comprehensive program of services and matching grants, MCACA:

- Demonstrates the importance of arts and culture in daily living
- Provides broad public access to arts and cultural activities
- Supports arts and culture as a catalyst for community revitalization and economic development
- Strengthens arts education
- Supports those who create, present or produce quality arts and cultural projects
- Encourages innovation
- Celebrates diversity
- Facilitates delivery of arts and cultural resources statewide
- Enhances the state's quality of life

Other MCACA Programs

Arts and Learning
Artists in Residence
Anchor Organizations
Arts Organization Development
Arts Projects
Cultural Projects
Local Arts Agencies Services
Partners
Regional Regranting
Rural Arts Program
Regional Regranting

This booklet contains requisite information, and forms to help qualified organizations apply for funding in the **Capital Improvements Program**. Funding through this program supports, capital improvement projects, for arts and cultural facilities, which will take place between October 1, 2004 and September 30, 2005.

The Capital Improvements Program provides funding assistance for capital improvement projects for the expansion, renovation, construction or acquisition of cultural facilities. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings, mortgage payments or operational support. **However, this year there is a new component "Community Cultural Planning." Within this component one-time funding is available for planning projects.**

Any Michigan county government or municipality (city, township or village), may request funding for projects that include capital improvements of community organizations arts and cultural facilities and publicly owned facilities, excluding

stadiums used primarily for professional sporting events. Please refer to the enclosed guidelines and application instructions for more detailed information.

Thank you for your interest in applying for a MCACA grant. It is through the efforts of organizations such as yours that the MCACA commitment to foster innovation, preservation, conservation, creativity and excellence in the State of Michigan can come to fruition.

There are similar guidelines and grant applications available for all other MCACA programs listed above. If you have questions or require additional information, contact MCACA staff at (517) 241-4011. For people who are deaf or hard of hearing, Council staff can be reached by TTY at (517) 373-1592.

Program Description

Capital Improvements Eligibility

Any Michigan county or municipality may qualify for a grant and submit an application for funding. Nonprofit organizations can be sub-grantees of eligible counties, cities, townships and villages, however, re-granting by sub-grantees to a third party is not allowed.

Projects involving the purchase or renovation of real or personal property require the submission, with the application, either proof of ownership, option to purchase, or long term lease. Documentation must show certification or declaration by the applicant. The certification will include an option clause protecting against a change in purchase price should the grant request be successful.

Federal tax-exempt 501(c)(2), status is required by the applicant community for projects owned or operated by agreement with nonprofit organizations.

Federal tax-exempt 501(c)(3) tax status, is required of organizations acting as subgrantees for projects outside the county, city, village or township operating authority or for projects owned or operated by agreement with the applicant municipality.

Counties, cities, townships and villages must show collaboration and evidence of cultural planning with local arts and cultural organizations for the community. Ideally, the cultural plan will prioritize community projects and the application will reflect the plan.

A Note about Historical Buildings and Sites

If your project is for a building 50 years of age or older, you must contact the State Historic Preservation Office. Projects awarded grants in the Capital Improvement category will not receive a contract before receiving a determination of the building's eligibility for the National Register of Historic Places from the State Historic Preservation Office.

Properties already listed on the National Register of Historic Places can be found on the National Park Service (NPS) website at <http://www.cr.nps.gov/nr> or through Michigan Sites On-Line at www.michigan.gov/shpo. If the building is listed in the National Register, printing the record from either the NPS website or Michigan Sites On-Line that shows the date the site was listed and including it in the application will serve as proof of the eligibility determination.

Submit an eligibility questionnaire and current photographs to the State Historic Preservation Office, Department of History Arts and Libraries, PO Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-6240. Digital photographs and a Word document may be submitted by e-mail to preservation@michigan.gov. An eligibility questionnaire can be downloaded from the SHPO website at www.michigan.gov/shpo. Be sure to indicate that the requested eligibility determination is for a MICACA grant. Questions on the National Register of Historic Places can be directed to the SHPO at 517/373-1630.

Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problem, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded.

Program Description

Ineligible Recipients

Private for profit organizations

Sectarian organizations receiving funds from a county, city, township or village as a sub-grantee may not use funds to promote their beliefs.

Colleges and universities

Projects which cannot be completed within the project period, 10/1/04-9/30/05.

Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant category or be a sub-grantee. State of Michigan agencies, divisions, and/or departments are not eligible to apply for or receive funding from the Michigan Council for Arts and Cultural Affairs.

Waiver Requests

Organizations which seek a waiver of any portion of the general or the specific program guidelines, must do so in writing by **May 16, 2004**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Requests for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations/schools agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location AND the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

Funding

This program is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts and preserve our cultural heritage. By encouraging community cultural planning and support cultural infrastructure, it is the Council's expectation that projects funded through the Capital Improvements Program will:

- ^ Foster the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan
- ^ Make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan
- ^ Support activities which create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural and social relevance
- ^ Promote the career development of Michigan artists and assist them in the production of their work
- ^ Promote the development of business skills for artists and the management capabilities of community arts producing and presenting organizations
- ^ Reach new audiences; spur local economies; increase audience access, diversity, size or participation in the arts; market and promote the arts
- ^ Foster collaborations and partnerships between arts organizations, local governments, business and community leaders.

Program Description

Funding - “Match”

Applicants will match grants on an equal dollar-for-dollar (1:1) match basis from local and private contributions. Matching funds must include cash equal to at least 50% of the grant request/award. The amount requested cannot exceed 50 percent of the total project costs. The remainder of the match may be any combination of cash or in-kind contributions. (Reasonable value of services, materials and equipment as allowed under the internal revenue code for charitable contributions) subject to the pre-approval of the Michigan Council for Arts and Cultural Affairs. **Note: For Capital projects, budget expenses should ONLY include construction/renovation costs and reasonable administration of the specific capital improvement project. Programming and other administrative costs are not appropriate.**

Funds used as match for one Council grant will not be considered as match for other Council grants. In addition, Council must receive proof of the entire amount of matching funds, services, materials or equipment by the end of the award period. The Michigan Council for Arts and Cultural Affairs will submit a report to the regulatory subcommittees of the legislature regarding those counties, cities, villages, townships, community foundations and organizations failing to meet their matching requirements by the end of the award period.

A certification form for matching funds is in the application package. All applicants must complete the certification form for each project showing matching funds. **This form must be completed and signed by authorized representatives of the governmental agency making the application; not by the sub-grantee.** Only funds available for project expenditures, operating costs of existing programs, (or the substitution of grant funds or local funds) and/or a similar match is ineligible. Matching funds will become a legal requirement incorporated in the grant contract of the grantee.

Application Fee

Applicants are required to pay an application fee for each submitted application. The check should:

- Be made out to the State of Michigan
- Be stapled to the cover page of the application form
- Be placed inside envelope #1, “Originals”

Applicants must provide a non-refundable fee of \$300 or 3% of the grant request, whichever is less. The check must be submitted with the application, in order to be processed. Applications submitted without the application fee will not be considered for funding. This fee is subject to change by action of the Michigan Legislature. Change in this fee could happen after the submission of your grant application.

Matching Fund Summary

Applicants may Request up to \$100,000 but not more than 50% of a capital project’s cost
Planning Applicants may Request up to \$10,000

Applicants must Make a 1:1 match
50% of your match must be cash, the remainder of the matching requirements may be cash, in-kind contributions, or a combination of the two. **For capital projects, construction and project administration costs only!**

State Funds may not be used as matching funds

Applicants may not use the same matching funds in more than one project

Program Description

Funding - “Uses”

Funding may ONLY be used for...

- \$ Expansion, renovation, construction or acquisition of cultural facilities of all types
- \$ Facility structure or system maintenance
- \$ Purchase of equipment directly related to the arts presenting or producing function of an organization
- \$ Subgranting to arts and cultural organizations

***Construction and project management costs ONLY For capital projects. Do not include programming in this grant.**

Priority will be given to capital improvement projects which provide:

- Economic development
- Collaborations that leverage additional public and private investment
- Projects that benefit underserved areas (see list of counties page 20)
- Projects that benefit underserved communities (see definition)
- Projects that serve multiple counties
- Projects that are also receiving support from other State Agency programs such as the **Neighborhood Enterprise Zones (NEZ's)**, **HRF, MainStreet, Blue Prints, RZ, EZ, EC, Vision 2020, CBDG program monies etc.**
- Projects projected to be completed within the grant period, 10/1/2004-9/30/2005

Funding may not be used for...

- ✖ Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance)
- ✖ Debt retirement, mortgage payments
- ✖ Preservation or restoration of non-arts collections
- ✖ Costs associated with the start-up of a new organization
- ✖ Costs incurred prior to the grant starting date
- ✖ Fund raising
- ✖ Projects that take place outside the state, foreign travel or out-of-state travel
- ✖ Consultants who are member of an applicant's staff or board
- ✖ Exhibitions or productions by children or students in grades K-12
- ✖ Payments to students
- ✖ Indirect costs (i.e. the cost of handling grants funds, that is charged against the grant funds)
- ✖ Projects that utilize funding from other State programs as matching funds, or matching funds that are used for more than one Council grant
- ✖ Projects for which more than one Council grant is requested
- ✖ Operating costs not associated with the project
- ✖ Purchase awards, cash prizes, scholarships, contributions or donations
- ✖ Food or beverages for hospitality
- ✖ Entertainment or reception functions
- ✖ Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs
- ✖ Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit
- ✖ Creation of textbooks / classroom materials
- ✖ College or university faculty exhibitions or performances
- ✖ Internal programs at colleges or universities
- ✖ Commissioning of their faculty by colleges or universities
- ✖ Curriculum development, in service, or circular activities
- ✖ Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- ✖ **Commissioning of public art !!!**

NOTE: Council funding may not be used for these items NOR can they be included in the project budget as expense items or to meet matching requirements.

Grantee Requirements

Grantees must confirm project / program implementation plans and if requested revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations”, includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$300,000 in *yearly expenditures* of Federal awards. This amount is the aggregate of funds from all Federal sources.”

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 “Equal Opportunity Standards in State and Federal Contracts”.

Grantees must assure the Council that professional performers and related or supporting personnel employed on projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure

the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, “Cost Principles for Nonprofit Organizations, “ A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, “Debarment and Suspension,” certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit interim or quarterly reports.

Review & Evaluation

The review of grant applications is done on three levels: the staff level, the peer panel review level, and the Council level.

Council Staff

- Assigns an application number and sends notification of application receipt (if you do not receive notification within three weeks of the application deadline date, contact Council staff)
- Assigns the application to an ad hoc review panel, which includes a primary and a secondary application reviewer responsible for in depth application evaluation
- Issues notification of scheduled ad hoc review committee meetings
- Convenes ad hoc review meetings
- Documents and verifies ad hoc review panel findings
- Prepares ad hoc review panel recommendations for Council consideration

Ad Hoc Review Panels

All applications are reviewed and evaluated by arts education, cultural and business professional in ad hoc advisory review panel meetings. Only materials submitted with the application by the deadline, will be considered by the panel.

The meetings are open to the public. Applicants may attend, but cannot participate in committee discussions. Applicant attendance is encouraged, but is not mandatory.

The ad hoc advisory review panel will score applications based on the individual program criteria.

The Council

The Michigan Council for Arts and Cultural Affairs is made up of 15 members who are appointed by the Governor. Final funding determinations are made by the Council. Council committees review tentative funding recommendations, based on the scores and recommendations provided by the ad hoc review panels. The committees consider Council priorities such as geographic, demographic and/or discipline based distribution and make recommendations to the Council.

The Council reviews funding recommendations, and approves the final funding plan. They base their decisions on recommendations of the Ad Hoc Review Panel, committee comments, equitable geographic distribution, duplication of services and availability of funds.

The Council also takes into consideration the mission, programs and services of the applicant in the context of similar organizations serving the same geographic area or client base. When more than one organization requests funding for similar activities in the same area or region, the Council may elect to fund only one organization.

Normally, funding awards are determined by Council at its annual funding meeting. All review information is confidential prior to final determination by the Council. Legislators are notified of grants awarded in their districts.

The Governor formally announces Council grant awards. Notices of awards and contracting materials or funding denials are subsequently mailed to applicants.

Community Cultural Planning Grants

Community cultural planning grants are one-time grants that support comprehensive, structured community planning efforts aimed at creating strategies to engage arts and culture as vital resources for revitalization and economic growth.

Planning efforts should be based on an understanding and knowledge of a community's arts and cultural resources. This might be accomplished through utilizing such tools as hiring qualified consultants, completing artistic and cultural resource inventories, collaborating with local arts agencies, and convening community focus groups

Possible outcomes of successful planning efforts may be:

- Creation of new cultural districts or facilities
- Strengthened arts organizations and facilities
- Augmented public and private funding
- Increased audiences and cultural tourism
- Expanded arts education opportunities
- Downtown development
- New affordable housing and mixed-use development
- Broadened opportunities for artists
- Improved way-finding and pedestrian accessibility
- Public art
- Inclusion of a community cultural plan into a municipality's "master plan"

Remember

✓ The Community Cultural Planning category is designed for counties, cities, townships and villages to establish the process leading to the creation of a comprehensive community cultural plan.

✓ Community Cultural Planning Applicants can request a maximum of \$10,000

✓ **Community Cultural Planning grants may be awarded once every five years**

✓ **An applicant will not receive both a planning grant and capital improvement grant in the same year**

Matching Fund Summary

Planning Applicants may Request up to \$10,000

Applicants must Make a 1:1 match
50% of your match must be cash, the remainder of the matching requirements may be cash, in-kind contributions, or a combination of the two.

State Funds may not be used as matching funds

Applicants may not use the same matching funds in more than one project

Community Cultural Planning Review Criteria

Arts Resources, Demographic and Economic Profile

40 points

Does the applicant demonstrate that the community to be served has the potential for significant long-range economic impact through arts and cultural initiatives?

Is there evidence that artistic and cultural assets will be appropriately engaged in the planning process?

Is there evidence of active involvement of local economic development entities and officials?

Is there evidence of an “inclusive” process in the development of this proposal?

All applicants to the Capital Improvements Program, including those applying to the Community Cultural Planning Grants component, must follow the attachment instructions on pages 18 & 19.

Planning Design

40 points

Does the applicant demonstrate a “readiness” and capability to plan?

Is there evidence that the planning design is feasible, well-suited and respects and promotes cultural diversity?

Is there evidence of adequate financial and personnel resources to carry out the planning process?

Community Support

20 points

Does the applicant demonstrate broad based community support?

Is there evidence of support from other community organizations.

Is there evidence of marketing/public awareness efforts?

Is there evidence that political stakeholders (local and state government officials etc.) support the project?

Is there demonstration of arts and cultural resources support.

Planning Grant Narrative Instructions: (Submit as Attachment #1)

Please follow the format for proposal narratives detailed on page 13. Be sure your narrative address each review criteria

In your narrative, for community cultural planning applications, please:

- 1 Define the purpose of the planning effort and identify strategic issues.
- 2 Outline the elements of the process, and describe how each will be carried out. Include a timetable and a list of specific planning tasks, how each task will be accomplished, what information is needed, and for what purpose. The Community Cultural Plan must be completed by the end of the granting period and included with the final report.
- 3 Address how ethnic and diverse populations will be included.
- 4 Identify areas of technical assistance needed. For example will a professional facilitator be necessary for your meetings

Capital Projects Review Criteria

Capital Projects Review Criteria

Each application is scored based on specific “review criteria” representing four areas of general concern. The questions posed within these four groups are used by peer reviewers as the primary tool to evaluate your proposal. Each peer reviewer will determine if the questions posed within the review criteria have been adequately answered by your grant proposal and score your application accordingly. Although it is not necessary to answer each individual question posed within the four sets of review criteria, your proposal must address each of the four review criteria areas. ***Applications to the Capital Improvements Program will be reviewed according to the following criteria. Each criteria carries a specific point value which is used to score the application.***

Scope of Project

20 points

The extent to which the project provides for the long-term impact for the municipality, region or state; the quality and appropriateness of the proposed activity; the appropriateness and quality of the design of construction projects; public impact for the municipality served. Review panels will evaluate the criterion according to the following:

- a) Accessibility and cultural enrichment opportunities for municipality residents
- e) Merit and feasibility of the proposed activity
- b) Project longevity and impact for the municipality
- c) Appropriateness of proposed project for the municipality
- d) Impact of proposed activity to benefit underserved communities and/or areas
- e) Impact of proposed project to serve multiple counties
- f) Quality of evaluation methods(s)

Project Planning and Implementation

35 points

The thoroughness of the project planning process; quality and thoroughness of the application and budget; evidence of a community cultural planning process; extent of public and private collaborations and inclusion of community leaders and local arts and cultural organizations; obtaining required permits; evidence of administrative and financial capabilities; and inclusion of supporting documents; The criterion will be evaluated according to the following:

- a) Completeness of application, budget and itemization
- b) Evidence of inclusive planning
- c) Quality of the cultural plan
- d) Evidence of private and intergovernmental cooperation
- e) Acquisition of project permits (if required)
- f) Architectural drawings
- g) Resume(s) of key personnel
- h) Quality of letters of support

Community Support

20 points

The extent to which the community shows broad-based support of the proposed activities as evidenced by nonmonetary contributions (in-kind), volunteers, attendance, etc. The review panel will evaluate the application according to the following criterion:

- a) Quality of letters of support
- b) Evidence of volunteer support
- c) Evidence of community participation (attendance at events, planning, etc.)
- d) In-kind contributions

Economic Impact

25 points

The extent to which the project provides for economic development opportunities for the arts and cultural sectors to create a lasting impact on the local economy. Review panel will evaluate the criterion according to the following:

- a) Job creation and retention
- b) Added value from capital improvements
- c) Private and public investment
- d) Individual contributions
- e) Use of local firms
- f) Number of people served

Summary: Emphasis will be given to projects that foster economic development opportunities to leverage significant additional public and/or private investment; serve underserved areas and/or underserved communities; or show evidence of successful collaborations; and activities that the county or municipality plan for completion within one year. Proposals which are of general planning nature should apply to other Council programs. Proposals of a general, routine nature that is normally a community's responsibility or projects that duplicate an existing agency's efforts or responsibility will receive a lower priority. **This program is not suitable for applications for commissioning of public art. Applicants interested in public art commissions should refer to the Arts Projects Program Guidelines.**

Proposal Narrative Instructions

Submit Proposal Narrative as Attachment #1.

The narrative must be typed single spaced, on 8½" x 11" sheets of white paper one-sided only. Do not use point type size smaller than 12 point, with normal leading. Leave a margin of at least 1" on all sides.

Failure to adhere to formatting criteria may result in a loss of points.

Submit no more than 6 narrative pages and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

Narratives should be written so they can be easily understood by someone not familiar with your organization or geographic location. Please be concise and to the point.

Proposal narratives must respond to the specific criteria for each narrative item. Narrative should address the total scope of activities for which funding is requested.

Capital Projects Applicants should respond to the narrative items below, in the order in which they appear. Community Cultural Planning Applicants must use the narrative instructions on page 10. Title and number each item, 1 through 5. The project narrative is vitally important to the peer panel reviewers. The narrative must explain to them the whos, whats, wheres, whys, whens, and hows etc..

1. Program Narrative Summary

Provide a detailed description of the specific activities for which funding is requested (who, what, when, where, why, and how). When applying for a subgrantee, provide no more than a one page summary description of the subgrant organization, history and activities. Include the organization's mission statement.

2. Scope of Project

Describe the scope of your proposed project and the extent to which it addresses capital review criteria. Provide a cultural and geographic profile description of your service area or the community to be served. Show how your proposed project will identify and address specific needs. Include information suggesting the merit of your project to serve under served communities or under served areas, serve multiple counties and show the longevity of the project.

3. Project Planning and Implementation

Provide information that describes the process to develop your proposal, policies and procedures adopted to further your goal, (i.e, committees, cultural diversity consideration etc.) Define the problem being addressed and provide a brief description of the planning process that led to the decision to proceed with this project. Also provide information that displays leadership in collaborating with arts and cultural organizations to provide service to multiple counties.

Describe your process to effectively plan for the stability and longevity of cultural capital improvement projects for your community. Include evidence of your efforts to collaborate with local and regional cultural organizations to develop a cultural arts plan. Provide evidence of inclusive planning of community leaders, cultural diversity of constituents and others. Describe how the project will be administered and evaluated. Include evidence of the community, historical societies, designer's and/or architects in the planning process if appropriate. If committees are used, enclose a list of the committee members that show their expertise and their responsibilities.

Proposal Narrative Instructions

4. Community Support

Provide evidence of broad based community support such as the number of contributors, volunteers, program participants, attendees at public events and in kind contributions that proves community support. Include media articles etc. and appropriate letters of support.

5. Economic Impact

Describe the marketing and promotional efforts to increase economic opportunities for this project. Describe public and private sources contributing to the project and evidence of significant arts and cultural economic benefit and lasting impact for the local economy.

Note:

Remember, the attachments outlined on pages 17-18 of the application instructions, relate in various ways to the review criteria. Please complete the checklist (section 8) of the grant application to ensure all the attachments have been included.

EXAMPLES:

Attachment #9 - Scope of Project

- Cultural and geographic profile
- Letters of support
- Demographic information
- Community Cultural Plan

Attachment #2 - Budget Itemization

- Budget Itemization for revenue, expenses and in kind.

Attachment #7 - Key Decision Makers

Attachment #6 - Community Support

- Letters of support
- Volunteer data
- Program participants
- In kind contributions, etc.
- Attendees' data

Attachment #11 - Supporting Planning

- Photographs, sketches, drawings and/or plans that describe the project

Attachment #11 - Economic Impact

- Marketing/Promotion plan
- Capital Campaign plan
- An annual report

NOTE:

For the purposes of these guidelines, an under served community is defined as one in which people lack access to arts or cultural programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristic, whether or not living in the same place.

It is the Council's expectation that many activities funded through the capital program will serve the state's under served areas through special initiatives, partnerships, collaborations, etc. Applicants to the Capital Improvements Program are encouraged to consider inclusion of outreach efforts within their funding requests.

See Application Codes, page 21, for the list of Underserved counties.

Application Instructions

Applications must be typed. Before preparing your application, read the guidelines. The Guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

The codes requested in the application may be found in the Codes/Definitions (pages 22-26) section of this booklet.

Section 1

Cover Page

The cover page provides a receipt record for Council use, serves as notification to you of receipt of your application, and provides the summary of the project for Council members.

Project Summary

Provide a clear and concise project summary. Describe what will be accomplished by this project. Include a project synopsis with timeline, number and types of activities for which MCACA funding is being requested. Use only the space provided. If the project is funded, this will be the basis for your grant contract language.

Separate applications must be completed for each grant request. The grant application may be duplicated.

Section 2

Applicant Information

Name, Address and Telephone Number

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. MCACA will direct all correspondence to the Authorized Official. This person must be a representative of the county, city, township or village and cannot be the same as the project director.

Board Chairperson

Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

County Code

Refer to County Codes on page 20 in this booklet. Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

Federal Identification Number

Enter the applicant organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Helpful Hints....

When filling out your application don't forget to speak to the specific criteria the peer review panel will use judge your application. Clearly explain the public benefit of your project. Remember, Good planning makes successful projects.

Application Instructions

Status Code

Refer to Status Codes in this booklet (pages 23). Enter the 2-digit code which indicates the applicant organization's legal status. If it is a non-profit organization, add the letter which describes it.

Institution Code

Refer to Institution Codes in this booklet (page 24). Enter a code to identify the applicant organization.

Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office.

Helpful Hints....

Provide relevant and concise information in the resumes and bios of key project personnel. Check for typos and double check the accuracy of all mathematical calculations.

Applicant's Primary Code

See Discipline Codes in this booklet (pages 24-25) and enter the code which best describes the applicant organization's primary area of work.

Grantee Race Code

Refer to Grantee Race Code in this booklet (page 26). Enter the ONE code that best represents 50 percent or more based on code description for the applicant organization.

Section 3

Project Information

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). This person cannot be the same as the authorizing official.

Activity/Project Title

Start date/end date

Enter the dates of your project. These dates must be within the grant period of October 1, 2004 through September 30, 2005.

Project's Primary Discipline Code

Refer to Discipline Codes in this booklet (pages 24-25) and enter the code which best describes the primary discipline of your project.

Project Race/Ethnicity Code

Refer to the Project Race/Ethnicity Codes in this booklet (pages 26). Enter a code to reflect grant activities.

If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance. A training conference for performing arts presenter trustees should be coded 14 Multi disciplinary.

Application Instructions

Type of Activity Code

Refer to Activity Codes in this booklet (page 26) and enter the code which best describes what you plan to do in your project.

Arts Education Code

Projects in the Capital Improvements Program only, code: 99 None of this project involves arts education

Project Descriptors

Refer to the Project Descriptors in this booklet (page 26) and select the descriptors that comprise a significant portion (50 percent or more) of the grant's resources activities.

Select and enter all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, enter -1.

Project County Codes

Refer to the County Codes in this booklet (pages 22) to describe the location of the project. Region Codes are no longer valid.

Section 4

Summary Information

The information provided in Sections 4a and 4b will be reported to the public, in compliance with the Michigan Council for Arts and Cultural Affairs' research and communication plans. The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a

Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

Section 4b

Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists involved in this project as providers of art or artistic or cultural services.

Artists Participating

Enter the total number of artists involved in this project as providers of art, artistic or cultural services (this total number should include Michigan artists).

Helpful Hints....

Clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.

Application Instructions

Amount Paid to Artists

Enter the total amount to be paid to artists involved in this project as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists).

Individual Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Capital projects must include project staff and any architects, designers, and advisors involved between the project start and end dates. **DO NOT substitute an estimate of the ultimate seating capacity or audience eventually to be served by the facility.**

Helpful Hints....

Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, prior MCACA funding does not ensure continued support.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires and Employees

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project.

Section 4c

ADA Information

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5

Projected Budget

Complete the budget paying attention to the instructions on the application form as well as the budget definitions. A detailed itemization must be provided as Attachment #2. See instructions for a budget itemization. The budget itemization must follow the same format as the sample itemization in this booklet (pages 29-30) and include all sub-totals and totals.

Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. **Capital Projects: ONLY construction/renovation/acquisition expenses may be included. DO NOT include programming or other administrative costs.**

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.
Complete budget, Section 5, transfer information to Budget summary (section 4a).

Application Instructions

Section 6

Forms

Complete required forms, Certification of Matching Funds, Certification of Ownership/Option to Purchase, Non-profit (Subgrantee) Organization Information and Rider A.

Be sure to have authorizing official of the county, city, township or village sign where necessary.

Section 7

Assurances

Please review carefully. Provide the signature of the authorized official, or board designee; include the meeting and signing dates.

Section 8.

Attachments/Checklist

The Attachments/Checklist must be submitted with your application.

Attachment #1, Narrative

Planning applicants see page 11

Capital applicants see pages 13-14 for more information.

Attachment #2, Budget Itemization

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists payments should identify artists or groups who will be paid by name, and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the initials of the artists' names). The itemization must be accurate and balance with the projected budget in section 5. **Indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a "p" or "c" next to the dollar amount.**

Attachment #3 Organizational History

In not more than one page, please provide a brief description of the applicant organization including history and activities. Be sure to include the organization's mission statement.

Attachment #4 Proof of Tax Exemption Status

Provide proof of tax exempt status. A 501(c)(3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan non-profit incorporation, articles of incorporation, bylaws, proof of sales tax exemption. Agencies of government and public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement. Schools and/or districts must be non-profit.

Attachment #5 Project Self Assessment Form

Complete the Project Assessment form located in the back of the guidelines, immediately after the application form. Be sure to complete all the sections thoroughly. **If funded, organizations will be asked to use this document to evaluate the project's overall success/impact as part of the final reporting requirements.** Selected funded projects may also be required to hire an outside evaluator as part of this assessment process.

Helpful Hints....

The application narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area.

Application Instructions

Attachment #6

List of Governing Board Members

Provide a roster of the governing board of the applicant and sub-grantee (if any), including names, addresses, telephone numbers, professions or areas of expertise.

Attachment #7

Project Director's Resume or Bio

Provide the resume or bio of the project director.

Attachment #8

Letters of Support

Provide a minimum of three letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

Attachment #9

Resume(s) or Bio(s) of Key Decision Makers

Provide the resumes or bios of the key project decision makes, jurors, panelists, etc. *Community Cultural Planning applicants must include a list of planning participants and the organizations they represent.*

Attachment #10

Resume(s) or Bio (s) of A Key Artist(s)

Provide the resumes or bios for each artist who has been identified in the project narrative.

Attachment #11

Advocacy Information Form

Please complete the Advocacy Information Form located at the back of these guidelines. This document will help the Council fill any gaps in information services provided to all interested stakeholders. The information organizations provide in this attachment **will not impact positively or negatively on scores or funding.**

Attachment #12

Documentation

Provide documentation as specified in the program guidelines. Provide a concise but representative sample of materials (community cultural plans, promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.), to acquaint panelists with your organization and its programs. Applicants requesting funding for the expansion, renovation, construction or acquisition of cultural facilities must include appropriate documentation of facility ownership, and copies of relevant permits, environmental studies, bids, construction and site plans, architectural renderings, photographs, etc. with their completed application.

Each item should be labeled and numbered in the right, top corner.

optional support materials may not exceed the following:

1. Three (3) copies of not more than five (5), one-page items (press release, critical review, etc.)
 2. Three (3) copies of not more than one (1), multi-page item (newsletter, pamphlet, annual report)
- No "over-sized" (larger than 9"x12") items may be submitted.

Application Instructions

Mailing Instructions

Applications are due June 1, 2004 for projects beginning on or after October 1, 2004. Hand delivered applications are due May 31, 2004 by 4:00 p.m. in MCACA offices.

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted or reviewed.

Applications will be evaluated by review panels as submitted. Any materials submitted after the deadline will not be reviewed.

Metered mail will not be accepted as proof of meeting deadlines. Faxed applications are unacceptable.

Applications must be typed or word processed.

The original and three copies (total of four) of completed Council forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist

Three copies of documentation requested in specific program or component guidelines should be submitted in separate envelopes labeled with the organizations' name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file. Applications should be sent to the following address:

Helpful Hints....

Before mailing, make certain your application package is complete. You will not be notified of application deficiencies. No additional information may be submitted after the May 1st deadline.

**Grant Application
ATTN. Capital Improvements
Michigan Council for Arts and Cultural Affairs
P.O. Box 30706
Lansing, MI 48909**

Codes and Definitions

Underserved Community/Areas Definitions

It is the Council's long-term goal to make quality arts and cultural programs and services to all 83 counties in the State of Michigan.

Underserved Community

An underserved community is defined as one in which people lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Underserved areas

"Underserved areas" are identified and defined by the Council as the counties listed below:

Alcona	Cass	Kalkaska	Menominee	Roscommon
Alger	Clare	Keweenaw	Missaukee	Schoolcraft
Allegan	Crawford	Lake	Montcalm	Shiawassee
Antrim	Eaton	Lapeer	Montmorency	Van Buren
Arenac	Gladwin	Livingston	Monroe	Wexford
Baraga	Gratiot	Luce	Oceana	
Barry	Hillsdale	Mackinac	Ogemaw	
Bay	Ionia	Manistee	Osceola	
Benzie	Iosco	Mason	Otsego	
Branch	Iron	Mecosta	Presque Isle	

County Codes

01 Alcona	18 Clare	35 Iosco	52 Marquette	69 Otsego
02 Alger	19 Clinton	36 Iron	53 Mason	70 Ottawa
03 Allegan	20 Crawford	37 Isabella	54 Mecosta	71 Presque Isle
04 Alpena	21 Delta	38 Jackson	55 Menominee	72 Roscommon
05 Antrim	22 Dickinson	39 Kalamazoo	56 Midland	73 Saginaw
06 Arenac	23 Eaton	40 Kalkaska	57 Missaukee	74 Sanilac
07 Baraga	24 Emmet	41 Kent	58 Monroe	75 Schoolcraft
08 Barry	25 Genesee	42 Keweenaw	59 Montcalm	76 Shiawassee
09 Bay	26 Gladwin	43 Lake	60 Montmorency	77 St Clair
10 Benzie	27 Gogebic	44 Lapeer	61 Muskegon	78 St Joseph
11 Berrien	28 Grand Traverse	45 Leelanau	62 Newaygo	79 Tuscola
12 Branch	29 Gratiot	46 Lenawee	63 Oakland	80 Van Buren
13 Calhoun	30 Hillsdale	47 Livingston	64 Oceana	81 Washtenaw
14 Cass	31 Houghton	48 Luce	65 Ogemaw	82 Wayne
15 Charlevoix	32 Huron	49 Mackinac	66 Ontonagon	83 Wexford
16 Cheboygan	33 Ingham	50 Macomb	67 Osceola	
17 Chippewa	34 Ionia	51 Manistee	68 Oscoda	

Application Codes

Status Codes

Describes Legal Status

- | | |
|---|--|
| <p>02 Organization / Nonprofit No part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.</p> <p>A. - An unincorporated association formed for nonprofit purpose: a church committee, a group operating under an “assumed name,” a new group of community volunteers, etc.</p> <p>B. - A nonprofit or not-for-profit corporation: some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.</p> <p>C. - A resident tax exempt (501(c)3) organization: a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a “United Fund,” a community service organization, a church, an alumni association, etc.</p> <p>D. - A tax exempt organization other than (501(c)3) or one which is a Segment of a larger tax-exempt organization: a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or “local,” etc.</p> | <p>03 Organization - Profit income or assets do inure to the benefit of directors, officers, employees, or stockholders.</p> <p>04 Government - Federal to be used when the mail recipient is a unit of or individual associated with the federal government.</p> <p>05 Government - State to be used when the mail recipient is a unit of or individual associated with the state government.</p> <p>06 Government - Regional to be used when the mail recipient is a unit of or individual associated a sub-state regional government.</p> <p>07 Government - County to be used when the mail recipient is a unit of or individual associated with a county government.</p> <p>08 Government - Municipal to be used when the mail recipient is a unit of or individual associated with a municipal government.</p> <p>09 Government - Tribal to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.</p> <p>99 None of the above - To designate an entry which cannot be coded.</p> |
|---|--|

Application Codes

Institution Codes

Describes Institution Type

Note: This is a partial listing with only those codes that are applicable to the Capital Improvements Program

- | | |
|--|---|
| <p>37 Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)</p> | <p>38 Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.</p> |
|--|---|

Discipline codes

Describes primary area of work.

- | | |
|--|--|
| <p>01 Dance
(do not include mime; see "Theater", 04, for mime)</p> <ul style="list-style-type: none"> A ballet B ethnic/jazz include folk-inspired, see "Folk Arts", 12 C modern <p>02 Music</p> <ul style="list-style-type: none"> A band do not include jazz or popular B chamber include only music for one musician to a part C choral D new include experimental, electronic E ethnic include folk-inspired; see "Folk Arts," 12 F jazz G popular include rock H solo/recital I orchestral includes symphonic and chamber orchestra <p>03 Opera/Music Theater</p> <ul style="list-style-type: none"> A opera B musical theater <p>04 Theater</p> <ul style="list-style-type: none"> A theater-general include classical, contemporary, experimental B mime D puppet E theater for young audiences | <p>05 Visual Arts</p> <ul style="list-style-type: none"> A experimental include conceptual, new media, new approaches B graphics include printmaking and book arts; do not include graphic design: see "Design Arts," D painting include watercolor E sculpture <p>06 Design Arts</p> <ul style="list-style-type: none"> A architecture B fashion C graphic D industrial E interior F landscape architecture G urban/metropolitan <p>07 Crafts</p> <ul style="list-style-type: none"> A clay B fiber C glass D leather E metal F paper G plastic H wood I mixed media <p>08 Photography include holography</p> |
|--|--|

Application Codes

09 Media Arts

- A film
- B audio include radio, sound installations
- C video
- D technology/experimental (include work created using computer or other digital or experimental media as the primary expressive vehicle)

10 Literature

- A fiction
- B nonfiction
- C playwriting
- D poetry

11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/ among the performing and/or visual arts), include performance arts.

12 Folk Life / Traditional Arts - pertaining to oral, customary, material and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational and/or regional groups.

For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D.

For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.

12A: Folk/Traditional Dance

12B: Folk/Traditional Music

12C: Folk/Traditional Crafts and Visual Arts

12D: Oral Traditions (folk/tradition storytelling)

13 Humanities - pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religions, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14 Multi-disciplinary - pertaining to grants that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of multi-disciplinary. Do not include interdisciplinary activities or events. See "Interdisciplinary", Code 11.

15 Non-arts/Non-humanities

Note:

If project activities are of a technical assistance or service nature, use the discipline, which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance. A training conference for performing arts presenter trustees should be coded 14. "Multi-disciplinary".

Application Codes

Type of Activity Codes

General description of what you plan to do.

Partial code listing for Capital Improvements only.

07 Facility Construction, Maintenance, Renovation. 23 Equipment Purchase/Lease/Rental.
Note: Design is 04.

18 Repair/restoration/Conservation.

Grantee Race Codes

*Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership.*

- A 50% or more Asian
- B 50% or more Black / African American
- H 50% or more Hispanic / Latino
- N 50% or more American Indian / Alaska Native
- P 50% or more Native Hawaiian / Pacific Islander
- W 50% or more White
- 99 no single group listed above represents 50 percent or more of staff or board or membership.

Project Race/Ethnicity Codes

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose the code "99".

- A Asian
- B Black / African American
- H Hispanic / Latino
- N American Indian / Alaska Native
- P Native Hawaiian / Pacific Islander
- W White
- 99 No single group

Arts Education Code

For Capital Improvements Program Only

99 None of this project involves arts education

Project Descriptors

Select the Project Descriptors below that comprise a significant portion (50 percent or more) of the grant's resources activities. Select and enter all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your funding/activities, enter -1.

- A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T Technology** - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Budget Definitions

Activity

Refers to the specific project or range of operations proposed for MCACA funding.

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash

Funds from the applicant's resources allocated this project.

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits

specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded

Amount awarded in support of this activity.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Budget Definitions

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see “Other Expenses.”

Non-employee artistic fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

Non-employee, other fees and services -

Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State/Regional Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Creative Artist Grants, Touring Arts, Rural Arts and Culture Grants, etc.*

Total Cash Expenses

The total of personnel through capital expenditures above.

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see “Other Expenses.”

Total Cash Revenues

The total of admissions through grant amount award above.

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. The itemization must be accurate and balance with the projected budget in section 5. Indicate if the itemized amounts representing revenue are either projected or confirmed by using a letter "P" or a letter "C".

ATTACHMENT #2, Page 1 "Your" Arts Organization Inc.

Line 1 Revenue:

(p=projected) (c=confirmed)

Admissions

Ticket sales

8 performances x 750 x \$5 per ticket	\$30,000p	\$30,000
---------------------------------------	-----------	----------

Line 5

Corporate Support

The Alexander Corporation	\$10,000 c	
---------------------------	------------	--

12 businesses @ \$250	\$3,000p	
-----------------------	----------	--

4 businesses @ \$1,000	<u>\$4,000 c</u>	
------------------------	------------------	--

	\$17,000p	\$17,000
--	-----------	----------

Line 7

Other Private Support

Millionaire Raffle	\$7,000 p	
--------------------	-----------	--

Charities of Our Town	<u>\$3,000 c</u>	
-----------------------	------------------	--

	\$10,000p	\$10,000
--	-----------	----------

Line 16

Council request	<u>\$80,000</u>	\$75,000
-----------------	-----------------	----------

Line 17

Total Cash Revenue	<u>\$132,000</u>	\$132,000
--------------------	------------------	-----------

This amount should equal the amount on line 32 of the budget form

Expense In-Kind

Line 31

Capital Expenses - other

Volunteer painting 10 people @\$5/hr for 30 hours	\$1,500	
--	---------	--

XYZ contractors - donation of roofing materials and labor	\$10,000	
--	----------	--

Carpet Barn - donated carpet	\$3,500	
------------------------------	---------	--

Uhaul trash services - cleanup donation	\$3,000	\$18,000
---	---------	----------

Line 33

Total In-Kind Expenses	<u>\$18,000</u>	\$18,000
------------------------	-----------------	----------

Sample Itemization

ATTACHMENT #2, Page 2
 “Your” Arts Organization

Expenses / Cash

Line 21

Administrative Employees:

City Comptroller - 5% of salary	\$3,000	\$3,000
---------------------------------	---------	---------

Line 25

Other fees/services (non-employee)

ABC Arts Group Exec. Director		
10% of salary	\$4,000	\$4,000

Line 31

Capital Expenses

Stonegate Inc. Masonry repair, waterproofing	\$20,000
Pencil Plumbers - HVAC and plumbing	\$25,000
Accessibility lift and ramp	\$30,000
Bill's Contracting - Interior finishings	\$50,000

Total	<u>\$125,000</u>	\$125,000
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Line 32

Total Cash Expenses	<u>\$132,000</u>	\$132,000
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This number should equal the amount reported on line 17 of the budget form

NOTE: The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/ expenses etc.

Test Yourself with these Questions

Take a look at the following questions. If you can answer each question “Yes” you have prepared your application to be reviewed by the peer panel. If any of your answers are “No” you may want to revisit your application.

1. Did you use an inclusive process to develop your project?
2. Does your application narrative clearly respond to the program guidelines and review criteria?
3. Is the proposed project compatible with the mission and goals of your organization?
4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5. Are all of your letters of support current and relevant to your project?
6. Have the grant program matching requirements been met?
7. Have you clearly explained what you plan to accomplish through your project?
Why? How? When?
8. Have you provided a plan to assess and evaluate the impact and success of your project?
9. Are the project activities accessible to the general public? Persons with disabilities?
10. Is the facility, in which the project activities will take place, accessible to persons with disabilities?
11. Do resumes and bios of key personnel reflect relevant experience and expertise?
12. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?
13. Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
14. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?

Other MCACA Programs

Artists in Residence for Education (AIR)

The Artists in Residence (AIR) program is intended to support working, professional artists within educational settings. The AIR program is a flexible residency program that allows non-profits, schools, and school districts to design artist residencies that address the educational needs and goals of local communities. Residencies may be planned from one month to an entire year.

Arts and Learning (A&L)

The Arts and Learning Program supports quality arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations. In this way, the Council increases arts instruction by engaging the various community resources available in a single effort to make the arts basic to education. There are seven funding categories including: Arts and Humanities, Arts and Technology, Intergenerational Collaboration, Cultural Exchange, Professional Development, Arts Education Initiatives and Underserved.

Arts Organizational Development Program (AOD)

The Arts Organizational Development Program provides funding for professional, small to mid-sized arts producing organizations to acquire special skills to strengthen their administrative infrastructure. The program is not designed for organizations in crisis, but is a mechanism for such organizations to reach their full potential. There are two categories of grants available in this program: (A) - Strategic Planning and (B) - Administrative Development. **FOR EVALUATION PURPOSES, THIS PROGRAM IS CLOSED TO NEW APPLICANTS.**

Arts Projects Program

The Arts Projects Program supports projects and activities that provide quality arts and cultural programming to citizens across the state. Projects supported by this funding program are divided into 12 components: Dance, Design, Literature, Media, Multidisciplinary, Museums, Music (Chamber, Choral, Computer, Electronic, Jazz, Orchestral, Symphonic and Vocal), Opera / Musical-Theatre, Theatre, and Visual Arts.

Big Culture Lesson

The Big Culture Lesson Program is a new initiative of the Michigan Council for Arts and Cultural Affairs. Projects funded through this program will introduce teachers and students with Michigan's diverse artistic and cultural resources, generate sustainable models and arts integrated curriculum that can be shared with schools and districts throughout the state. Collaborative partnerships between educational institutions (schools/districts) and arts or cultural organizations will develop sustainable integrated models, educational curricula and resources, conduct authentic assessment and piloting of curricula, demonstrate and document the impact of arts and cultural integration and provide web based resources to be shared statewide.

Capital Improvements Program

The Capital Improvements Program provides funding assistance for capital improvement projects for the expansion, renovation, construction or acquisition of cultural facilities. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings or operational support. Any Michigan municipality (county, city, township, or village), may request funding for projects that include capital improvements of community organizations, arts and cultural facilities and publicly owned facilities; excluding stadiums used primarily for professional sporting events.

Other MCACA Programs

Cultural Projects Program

The Cultural Projects Program supports projects which create a greater understanding and appreciation for the importance of heritage and culture to our aesthetic, economic and social growth as well as those with broad community impact and which develop the management and business skills of cultural producing and presenting organizations. There are three components: Folk Arts, Cultural/Heritage and Science and Culture.

Discretionary Grants

The Discretionary Grant Program provides funding to projects initiated by Council members and staff in response to sudden opportunities and the Michigan Arts Plan. Generally, funding for this program comes from funding returned from other Council programs during the year. Organizations may be invited to submit requests to implement Council initiatives. On occasion, for extraordinary reasons, Discretionary Grants may be awarded by the Council in response to proposals submitted to core programs. (Michigan Council for Arts and Cultural Affairs, 702 West Kalamazoo, P.O. Box 30705, Lansing, Michigan, 48909; (517) 241-4011).

Capital Improvements Program

The Capital Improvements Program provides funding assistance for capital improvement projects for the expansion, renovation, construction or acquisition of cultural facilities. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings or operational support. Any Michigan municipality (county, city, township, or village), may request funding for projects that include capital improvements of community organizations, arts and cultural facilities and publicly owned facilities; excluding stadiums used primarily for professional sporting events.

Local Arts Agencies and Services Program (Locals)

The Local Arts Agencies and Services Program provides funding for organizations that deliver services to cultural groups and individual artists, in all disciplines, who foster the long term development of a community or region. Locals program applicants must be community-based, nonprofit, officially recognized arts councils, commissions, societies or organizations which are publicly accountable to provide financial and/or service support for arts and culture in the whole community which it serves. In addition, funding can also be provided for projects which support and compliment the work of local arts agencies services through the provision of services and technical assistance.

Regional Regranting Program (Minigrants)

MCACA's regional regranting program provides minigrants of up to \$4,000 for arts and cultural projects responding to local needs. Minigrants are administered for the Council by regional 19 regranting agencies throughout Michigan. Please contact the regional regranter for your county for deadlines and other information.

Rural Arts and Culture Program (Rural Arts)

The Rural Arts and Culture program is a pilot project funding arts and cultural projects in 39 targeted Michigan counties who have been identified as rural and underserved by the Council. The goal of the program is to strengthen and showcase the unique arts and culture of Michigan's rural communities through community based collaborations relating to community or regional arts, history, and culture. Eligible counties are Alcona, Antrim, Baraga, Barry, Benzie, Branch, Charlevoix, Clare, Dickinson, Eaton, Gladwin, Hillsdale, Huron, Ionia,

MCACA Statewide Partnerships

Effective arts delivery, on a statewide basis, requires comprehensive expertise, experience, resources, and a highly developed communication network capable of reaching into all segments of Michigan's urban, suburban and rural communities. MCACA accomplishes this through the Partnership Program, a collaboration of diverse forms of arts and cultural information, programming, assistance and services which expand the impact and accessibility of the Council. MCACA partnerships are determined for a three year period by an application and peer review process. Partnerships are confirmed by the Council on an annual basis.

FY 2004 Partnerships

Traditional Arts

The Michigan Traditional Arts Program (MTAP), administered by Michigan State University Museum, promotes public awareness and support for Michigan's traditional artists and traditional arts resources. In part, MTAP provides research and documentation of the work of Michigan's traditional artists; produces publications, exhibitions, and presentations and demonstrations of traditional art, music, and dance; provides technical consulting to individuals and organizations; and coordinates the Michigan Heritage Awards Program, the Great Lakes Folk Festival, the Michigan Traditional Arts Apprenticeship Program, and FOLKPATTERNS, a statewide project that engages youth in exploring their own cultural heritage.

**Michigan Traditional Arts Program
Michigan State University Museum
East Lansing, MI 48824
517/355-2370
<http://museum.cl.msu.edu/s-program/MTAP>**

Arts Education

In collaboration with the Michigan Department of Education (MDE), MCACA and other partners will work to develop programs and initiatives to support arts education activities and professional development opportunities for teachers, artists and arts organizations. MDE and MCACA promote arts education, arts integration, teacher certification, and the support and recognition of best practices.

**Ana Cardona, Fine Arts Education Consultant
Michigan Department of Education
Curriculum Development Program
P.O. Box 30008
Lansing, MI 48909
(517) 335-0466
cardona@state.mi.us
www.mde.state.mi.us**

Design

Design Michigan, a partnership with the Cranbrook Educational Community, encourages the use of good design in the public and private sector. Activities include general design information and technical assistance counseling, educational programming, lectures and workshops in the areas of architecture, urban design, landscape architecture, interior, industrial and graphic design.

**Design Michigan/Cranbrook
Educational Community
1221 N. Woodward Ave., P.O. Box 801
Bloomfield Hills, MI 48303-0801
248/645-3554
www.designmichigan.org**

Research

The Center for Arts and Public Policy, at Wayne State University, conducts research and offers data, information, and publications about Michigan's creative arts and culture industry. In addition, the Center explores public policy issues, in both public and private sectors, affecting the cultural environment. The Center convenes related conferences and workshops and has examined issues such as supplemental funding of the arts, community building through the arts, and the economic impact of non-profit arts organizations.

**Dr. Bernard L. Brock
CAPP, 5104 Gullen Hall, Wayne State University,
Detroit, MI 48202
313 577-2952
www.research.wayne.edu/artpolice.html**

Touring Arts and Humanities

The Touring Arts and Humanities Program provides grants and workshops to assist Michigan arts and other nonprofit groups in sponsoring performances and exhibitions by juried Michigan artists. Publications available are: "Michigan Touring Arts Directory" and "Guide to Michigan Presenters." The program is administered by The Michigan Humanities Council

**Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu**

MCACA Statewide Partnerships

Arts and Cultural Services

The Michigan Association of Community Arts Agencies partnership strengthens local arts organizations through networking on a regional and national basis, serving as an information clearing house, providing management assistance consultancies and financial support for training/professional development of local arts leaders.

**Michigan Association of
Community Arts Agencies**
107 Miller Ave.
Ann Arbor MI 48334-3561
1-800/203-9633 734/996-2500
www.MACAA.com

Humanities

The Humanities partnership develops and implements a statewide arts/humanities radio project in collaboration with Michigan Public Radio to promote the state's artists and arts and cultural organizations. Michigan Great Outdoors Cultural Tour partnership provides history and cultural interpretive programs throughout the state at local, state, and national parks and historic sites.

Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu

Community Artist Residencies

The Community Artist Residency Program is a technical assistance and grant program to provide creative artists residencies and mentorships for communities, as a resource for community problem solving. Issues such as education, design, human services, economic development, at risk youth programming and others will be explored.

**Michigan Association of
Community Arts Agencies**
107 Miller Ave.
Ann Arbor MI 48104
1-800/203-9633 734/996-2500
www.MACAA.com

Michigan Youth Arts Festival

The Michigan Youth Arts Festival is an annual festival created to embrace the finest artistic talent in Michigan's high schools. Over 60,000 students across the state become involved in the adjudication processes, resulting in over 900 students participating in the event. Disciplines include dance, drama, instrumental and vocal music, visual arts, creative writing, film and video. Between rehearsals and performances students benefit from master classes and workshops presented by working professionals in the arts.

MI Youth Arts Festival
359 S. Burdick St., Ste 203
Kalamazoo, MI 49007
269/342-1400
www.wmich.edu/cfa/myaf

Museums Services

The Museum Services Partnership supports Michigan museums, zoos, historical societies, planetariums, science, nature and art centers and other cultural institutions. The program provides training, field services and mentoring programs, coordinates networking and communication initiatives and promotes the cultural, educational and economic resources provided by the Michigan museum community. The program assists the Council in increasing public awareness of Michigan's museums and cultural institutions and in enhancing the professional expertise of staff and volunteers in order to preserve, protect and interpret the state's cultural resources for public benefit.

The partnership also coordinates the Museum Cultural Tourism Initiative and provides a communications network for and between museums and the public consisting of web sites, print and electronic newsletters, listservs and press releases.

Michigan Museums Association
PO Box 10067
Lansing, MI 48901-0067
(517) 482-4055
www.michiganmuseums.org

Regional Regranting Agencies

MCACA's Regional Regranting Program provides Minigrants of up to \$4,000 for arts projects responding to local needs. Minigrants are administered for the Council by Regional Regranting Agencies throughout Michigan. Please contact your county's Regional Regranter (see page 41) for information.

- 1 City of Detroit**
Cultural Affairs Department
1240 City-County Building
Detroit, MI 48226
James Hart / Tara Danforth Brown
313 224-3470 313 224-3399 fax
www.ci.detroit.mi.us/culturalaffair
email - jeh@itsd.ci.detroit.mi.us
County: Wayne
- 2 Oakland County Office of Arts, Culture & Film**
Executive Office Bldg.
1200 N. Telegraph Rd.
Pontiac, MI 48341-0403
Kristie Everett Zamora
248 858-0415 248 452-9172 fax
www.co.oakland.mi.us/arts/
email --zamorak@co.oakland.mi.us
County: Oakland
- 3 The Art Center**
125 Macomb Place
Mt. Clemens, MI 48043
Elaine Hommowun / Jo-Anne Wilkie
586 469-8666, Ext. 109 586 469-4529 fax
email – minigrants3@aol.com
Counties: Macomb, St. Clair
- 4 Open: Accepting Applications**
Counties: Livingston, Monroe, Washtenaw
- 5 Greater Flint Arts Council**
816 S. Saginaw
Flint, MI 48502
Cathy Johnson / Greg Fiedler
810 238-6875 810 238-6879 fax
www.gfn.org/gfac
email –cathyjohnson2@prodigy.net
Counties: Genesee, Lapeer
- 6 Arts Council of Greater Lansing**
425 S. Grand Ave.
Lansing, MI 48933
Marcia Ditchie
517 372-4636 517 484-2564 fax
www.lansingarts.com
email – lansingartsmarcia@hotmail.com
Counties: Clinton, Eaton, Ingham, Shiawassee
- 7 Northeast Michigan Arts Council**
3233 Grove Rd., P.O. Box 238
Standish, MI 48658
Gail Schmidt
989 846-4577 989 846-9751 fax
www.centurytel.net/nemac
email – gschmidt@mea.org
Counties: Arenac, Bay, Midland, Saginaw
- 8 Arts Council of Greater Grand Rapids**
161 Ottawa NW, Suite 300
Grand Rapids, MI 49503
Janelle Thompson / Iliana Ordaz-Jeffries
616 459-2787 616 459-7160 fax
www.artsggr.org
email – jthompson@iserv.net
Counties: Ionia, Kent, Lake, Mecosta, Montcalm, Newaygo, Osceola
- 9 Cheboygan Area Arts Council**
P.O. Box 95
Cheboygan, MI 49721
Joann Leal / Marilyn Florek
231 627-5432 231 627-2643 fax
www.theoperahouse.org
email – jpl@nmo.net
Counties: Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle

Regional Regranting Agencies

- | | |
|---|---|
| <p>10 <u>Traverse Area Arts Council</u>
 c/o 9791 Avondale Lane
 Traverse City, MI 49684
 Diane Hubert
 231 922-9429
 www.traversearts.org
 email – dhubert@chartermi.net
 <u>Counties:</u> Antrim, Benzie, Grand
 Traverse, Kalkaska, Leelanau,
 Manistee, Missaukee, Wexford</p> | <p>15 <u>Arts Council of Greater Kalamazoo</u>
 Epic Center
 359 S. Burdick, Suite 203
 Kalamazoo, MI 49007
 Anne Mehring / Barb Harkins
 269 342-5059 269 342-6531 fax
 www.kazooart.org
 email – anne@kazooart.org
 <u>Counties:</u> Barry, Berrien, Cass, Kalamazoo,
 St. Joseph, Van Buren</p> |
| <p>11 <u>Eastern Upper Peninsula Planning</u>
 524 Ashmun, P.O. Box 520
 Sault Ste. Marie, MI 49783
 MaryAnn Harrington / Ellen Benoit
 906-635-1581 906 632-4255 fax
 www.eup-planning.org
 email – ebenoit@up.net
 <u>Counties:</u> Chippewa, Luce, Mackinac</p> | <p>16 <u>Open: Accepting Applications</u>

 <u>Counties:</u> Branch, Calhoun, Hillsdale,
 Jackson, Lenawee</p> |
| <p>12 <u>Central Upper Peninsula Planning</u>
 2415 14th Avenue South
 Escanaba, MI 49829
 Peter Van Steen
 906 786-9234 906 786-4442 fax
 email – cuppapad@chartermi.net
 <u>Counties:</u> Alger, Delta, Dickinson,
 Marquette, Menominee, Schoolcraft</p> | <p>17 <u>Huron County Economic Development</u>
 250 E. Huron Ave., Room 303
 Bad Axe, MI 48413
 Carl Osentoski / Laura Weber
 989-269-6431 989 269-8209 fax
 www.huroncounty.com
 email - carl@huroncounty.com
 <u>Counties:</u> Huron, Sanilac, Tuscola</p> |
| <p>13 <u>Copper Country Comm. Arts Cncl.</u>
 126 Quincy Street
 Hancock, MI 49930
 Cynthia Cote
 906 482-2333 906 482-0177 fax
 email – ccarts@chartermi.net
 <u>Counties:</u> Baraga, Gogebic, Houghton,
 Iron, Keweenaw, Ontonagon</p> | <p>18 <u>Art Reach of Mid Michigan</u>
 P.O. Box 166
 Mt. Pleasant, MI 48804-0166
 Katherine Hunt
 989-773-3689
 www.artreachcenter.org
 email - khunt@edcen.ehhs.cmich.edu
 <u>Counties:</u> Clare, Gladwin, Gratiot, Isabella</p> |
| <p>14 <u>Holland Area Arts Council</u>
 150 East 8th Street
 Holland, MI 49423
 Helen Zeerip / Jason Kalajainen
 616 396-3278 616 396-6298 fax
 www.hollandarts.org
 email – haac@macatawa.org
 <u>Counties:</u> Allegan, Mason,
 Muskegon, Oceana, Ottawa</p> | <p>19 <u>Open: Accepting Applications</u>

 <u>Counties:</u> Alcona, Crawford, Iosco,
 Ogemaw, Oscoda, Roscommon</p> |

Regranting County/Region

Regional Regranting /Minigrant Program

The following lists all Michigan counties in alphabetical order. To find your Regional Regranting agency, locate your county on the list. After the name of each county is the number of its Regranting Region.

County	Region	County	Region
Alcona	19	Lapeer	5
Alger	12	Lake	8
Allegan	14	Leelanau	10
Alpena	9	Lenawee	16
Antrim	10	Livingston	4
Arenac	7	Luce	11
Baraga	13	Mackinac	11
Barry	15	Macomb	3
Bay	7	Manistee	10
Benzie	10	Marquette	12
Berrien	15	Mason	14
Branch	16	Mecosta	8
Calhoun	16	Menominee	12
Cass	15	Midland	7
Charlevoix	9	Missaukee	10
Cheboygan	9	Monroe	4
Chippewa	11	Montcalm	8
Clare	18	Montmorency	9
Clinton	6	Muskegon	14
Crawford	19	Newaygo	8
Delta	12	Oakland	2
Dickinson	12	Oceana	14
Eaton	6	Ogemaw	19
Emmet	9	Ontonagon	13
Genesee	5	Osceola	8
Gladwin	18	Oscoda	19
Gogebic	13	Otsego	9
Gr Traverse	10	Ottawa	14
Gratiot	18	Presque Isle	9
Hillsdale	16	Roscommon	19
Houghton	13	Saginaw	7
Huron	17	Sanilac	17
Ingham	6	Schoolcraft	12
Ionia	8	Shiawassee	6
Iosco	19	St Clair	3
Iron	13	St Joseph	15
Isabella	18	Tuscola	17
Jackson	16	Van Buren	15
Kalamazoo	15	Washtenaw	4
Kalkaska	10	Wayne	1
Kent	8	Wexford	10
Keweenaw	13		

MCACA Members & Staff



The State of Michigan Council for Arts and Cultural Affairs is an agency of the Department of History, Arts and Libraries

Dr. William M. Anderson, Director

Council Members

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Chair
Okemos

Maxine DeBruyn
Vice-Chair
Zeeland

Lillian Bauder
West Bloomfield

Elizabeth W. Brooks
Detroit

C. Kurt Dewhurst
East Lansing

James Garavaglia
Ann Arbor

Diether H. Haenicke
Kalamazoo

Bonnie Holland
Marquette

Steven Horn
Beverly Hills

Alphonse Lucarelli
Grosse Pointe Farms

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